



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA AND FORT RICHARDSON
724 POSTAL SERVICE LOOP #6000
FORT RICHARDSON, ALASKA 99505-6000

IMPC-FRA-ZA

9 April 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy and Procedures for Installation Sign-In for Non-DOD Guests Being Sponsored Onto Fort Richardson and/or the Arctic Chill (USAG-FRA-12)

1. **PURPOSE:** The purpose of this policy is to establish installation sign-in and Arctic Chill pass procedures for Non-DOD Guests being sponsored onto Fort Richardson and/or to the Arctic Chill Club between 2200 – 0500 hours daily.

2. Active duty Service members or their family members (16 years and older) wishing to sponsor guests onto the installation after 2200 hours will be required to physically go to the Visitor's Control Center (VCC) to vouch for and sign in their guests.

3. The Military Policeman/DACP at the VCC will complete the following procedures for each sponsor and guest:

a. Contact the Sponsor if they are not present at the VCC and tell them they must come to the VCC to vouch for and sign for their guests before they can enter the installation. Verify the Sponsor's DOD identification and fill out the sponsor sign-in log sheet with the appropriate information. Individuals NOT going to the Arctic Chill will only be required to sign in their guests on the sponsor sign-in log sheet and be issued the appropriate vehicle pass.

b. Individuals sponsoring guests to the Arctic Chill:

(1) Will only be allowed to sponsor up to four guests.

(2) The sponsor sign-in log sheet will be filled out with the sponsor's and guest's information.

(3) The sponsor will be given an Arctic Chill pass with the sponsor's information and their guest's names annotated in the appropriate blocks.

(4) The guests will be given an Arctic Chill pass with the sponsor's information and their name annotated in the appropriate blocks.

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(5) The sponsor and the guest will be briefed by the MP/DACP that the sponsor must accompany their guests to the Arctic Chill and remain with them as their escort for the duration of their visit to Fort Richardson at the Arctic Chill. The sponsor and the guest will be required to read the policy statement on the back of the Arctic Chill passes and sign them acknowledging they have read and understood the Fort Richardson policy.

(6) The Arctic Chill staff will check for sponsor/guest passes at the door of the Arctic Chill prior to allowing entry into the club.

(7) The MP/DACP must fill out the expiration date and time on the Arctic Chill pass. The expiration date and time will be for the date and time that the club will close for that operating period. Example: The guest arrives Friday (1 April) at 2200 hours. The expiration will be for Saturday (2 April) at 0215 hours. This will allow the guest to stay only until the club closes for the night.

4. All sponsors of guests to the Arctic Chill MUST meet their guest(s) at the VCC; NO EXCEPTIONS.

5. The primary points of contact for this memorandum are SGM Wesley Futch, Fort Richardson Directorate of Emergency Services SGM, 384-0801 or Capt Wayne Brewer, Fort Richardson Directorate of Emergency Services Operations Officer at 384-3890.


DAVID L. SHUTT
COL, AR
Commanding

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